

Wednesday 6<sup>th</sup> February 2019 at 6.30pm



**Present:** Chris Caswell (CC)  
Kieran Collins (KC)  
Simon Forder (SF)  
Owen Gardner (OG)  
Terry Genis (TG)  
Gemma James-Moore (GJ-M)  
Roger Panter (RP)  
Linda Tansley (HT)  
Mark Whitehead (MW)

**Chair**  
(left during item 14)

**Headteacher**

**Apologies:** Camilla Collins (CJC)  
Nick O'Shea (NoS)

**In attendance:** Laura Ovenden (LO)  
Flavia Coleman

Deputy Headteacher (left after item 13)  
Cover Clerk

1.	<p><b>Welcome and Apologies for Absence.</b> The Chair opened the meeting at 6.35pm and welcomed everyone.</p> <p>Apologies were received and accepted from Camilla Collins and Nick O'Shea (both overseas). The meeting was confirmed as quorate.</p>	Action
2.	<p><b>Declaration of Pecuniary Interests</b> No pecuniary interests were declared for the meeting.</p> <p>It was agreed to move item 5 (HT recruitment) to the end of the agenda..</p>	
3.	<p><b>Minutes of the Meeting Held on 5<sup>th</sup> December 2018</b> The minutes of the meeting held on 5<sup>th</sup> December 2018 were agreed as an accurate record and were signed by the Chair.</p>	
4.	<p><b>Actions Arising</b> <u>Governor Vacancy (Item 3 - 21/11/2018)</u> The Chair advised that parents had been made aware that a governor vacancy existed and invited to approach the Chair if they had further interest. No expressions of interest have been received to date.</p> <p>It was noted that LO's term of office as Staff Governor had expired on 14<sup>th</sup> January. Members of the teaching staff had been invited to express an interest in taking on the role but this needs to be extended to the remainder of the school's staff. There was detailed discussion of the options, bearing in mind the need to ensure that there was a good balance of staff, parent and external representation on the governing body. There is also a vacancy for a Co-opted Governor which LO could be appointed to if another member of staff should apply for the Staff Governor vacancy or, alternatively, LO could be re-appointed to the Staff Governor role if there are no other applications. It was agreed to defer any decision to the next meeting, when this would be added as an agenda item.</p> <p><u>Governors' Annual Statement (Item 12 – 21/11/2018)</u> Completed.</p> <p><u>Governors' school e-mail addresses (Item 15 – 21/11/2018)</u> It was confirmed that CC now has a school e-mail address and that CJC was the only governor who did not now have a school specific e-mail address. It was noted that not all governors are responding to messages in a timely manner, however.</p> <p><u>SIDP Review – KAD 4 – pollution levels (Item 7 – 05/12/2018)</u> TG had circulated information from Rushmoor Borough Council, which showed that there was</p>	HT/Clerk

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	<p>no cause for concern, although as it is possible that this did not address the specific concerns expressed at the meeting, the issues will be explored in more detail by the Premises Committee.</p> <p><u>Governor Monitoring (Item 8 – 05/12/2018)</u> The Chair advised that his report on the monitoring of KAD 3 was with KC for checking. ONGOING. It was noted that the report on monitoring of KAD 1 is with NoS and that reports on the annual Health and Safety check, the Single Central Record and the Parent Survey are still outstanding. All KAD 4 visits are booked in for this term.</p> <p><u>Skills audit (Item 9 – 05/12/2018)</u> In CJC's absence, this item will be carried forward to the next meeting.</p> <p><u>Annual Statement (Item 10 – 05/12/2018)</u> Completed. The HT and CC were thanked for all their hard work in producing it.</p> <p><u>Single Central Record (Item 12 – 05/12/2018)</u> SF advised that he had met with the Admin Officer to sign off the check. He will provide the HT with a summary of his handwritten notes so that they can be used as evidence for the SFVS return. The Safeguarding Governor said that he would forward the recording format that had been used to date (from the SFVS checklist) to assist the said governor in drawing up a report for the governing body.</p>	<p>Premises Cttee</p> <p>OG/KC</p> <p>CJC/HT/ Clerk</p> <p>SF/HT CC</p>
5.	<p><b>Head Teacher's Report</b> The HT's contextual report had been uploaded to the portal before the meeting, together with the absence data.</p> <p><b>Q.</b> <i>Am I right in thinking the data shows a net gain in the school cohort (12 leavers, 17 mid-phase arrivals). What impact financially does this have on the school?</i> <b>A.</b> <i>The number on roll is only important from a financial point of view on October PLASC day, as this drives the budget share. The number on roll is 2 pupils higher than at October (2017) PLASC, thus revising up the NOR in Year 2 of the plan from 351 in the original plan to 353 in Year 2 of the plan at November Revision 2018. Pupil Premium funding is driven by the January PLASC. The Pupil Premium forecast for 2020/21 (Y2 of the November Revision at 2018) is £8.5k higher than predicted at the budget revision but this will be confirmed towards the end of the Spring Term by Education Finance (EFS).</i></p> <p><b>Q.</b> <i>The percentage of Ever6 has been significantly dropping over the past 4 years - presumably this impacts an already tight budget?</i> <b>A.</b> <i>Pupil Premium funding is driven by the number of children eligible for free school meals, Ever6, service children and post-Looked After children. We have seen a steady decline of known pupils with eligibility year on year but only 1% difference on 2017/18. The mechanism for the awarding of state benefits has impacted the number of children eligible for the funding. The indicative forecast of Pupil Premium funding for this financial year in March was revised in July, when 2 children were removed from the indicative total that had been issued in March 2018, and another child removed from the count in January, which will impact the budget by a further £1,320, making a total of £3,960 from the original, indicative figure issued. It is not clear how/why these 3 pupils have been removed from the global figures as the reduction does not include specific pupil names.</i></p> <p><b>Q.</b> <i>The data shows an increase in number of pupils with attendance &lt;90% &amp; &lt;85%. Does this suggest the increasing school size has resulted in the more families requiring assistance than the Family Link Worker can reasonably be expected to support?</i> <b>A.</b> <i>The demands of the role are significant, but no greater than they were – which are already immense. We are aware of the absence levels and are monitoring identified pupils carefully. FSM, SEND and DES are the key groups for PA as shown in HT Report: Appendix 1 [Absence Graph] and there is often an overlap between the children in these groups. It is also the prime time of year for sickness absence.</i></p>	

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	<p><b>Q.</b> Has the funding for SENSEA from next year been taken into account in future budgeting, and what is the impact?</p> <p><b>A.</b> Yes, and the withdrawal of the funding will have a significant impact. It is likely that there will be a loss of approximately £9k, although we will still have to meet the children's needs, some of which are quite complex and require significant additional Learning Support. These will henceforth need to be met from the already squeezed Notional SEN element of the school budget.</p> <p><b>Q.</b> There is a noticeable jump in the number of children highly attaining in maths - way more than just increased school size. Is it correct to conclude this is an outcome of the focus on Maths in last year's SIDP? There is a particularly high number in Year 1 - do we think this is the impact of 'Calendar Maths' accelerating early learning? Given the context of the intake, this is particularly impressive!</p> <p><b>A.</b> Calendar Maths is undoubtedly having a very positive impact, but the significant increase is also cohort specific, as all 8 children are high attainers and would be expected to meet Attaining Highly criteria even without the opportunities afforded specifically by Calendar Maths.</p> <p><b>Q.</b> Very impressive intake figures again - the reputation of the school can be seen clearly in this data!</p> <p><b>A.</b> Thank you. All indications are that, once again, we will admit 60 first choice applicants in September 2019.</p> <p><b>Q.</b> KSII Profile - with 27% SEND in Year 6, am I correct to assume this is likely to impact the results at the end of KSII?</p> <p><b>A.</b> The number of SEND children in Y6 is double the number in last year's cohort. The KSII table shows the end of 2018 actuals for RWI Combined ARE and Beyond and the predictions for the current year. The forecast for Disadvantaged groups is in line with last year's except for writing and EGPS and this is where the outcomes are likely to be affected, as well as Reading, Writing and Maths Combined at Beyond for the Disadvantaged group. We are predicting a 10% dip in reading and a 4% dip in writing, but the forecast for maths is more or less in line with last year. There is only a 1% difference for Reading, Writing and Maths Combined for ALL children as more children are forecast to achieve ARE across the board. Given the profile of the cohort and its SEND needs, these targets demonstrate an exceptional challenge of which governors should be acutely aware.</p> <p>Governors asked for their thanks and appreciation to be passed on to the staff who support and run the clubs and extra-curricular activities.</p> <p>Governors were pleased to hear that the attendance of a child with significant medical needs had improved considerably this year.</p> <p><b>Staffing</b></p> <p>The HT advised that the Admin Officer had handed in her notice for personal reasons which was very disappointing, given the speed with which she had got to grips with her role and the level of resources, including considerable external training, that had been put into her development. After further discussion with the HT, the Admin Officer had agreed to continue to work full-time for a month and is considering a proposal that she should continue on a mornings only contract as the SIMS database manager. If this is acceptable, a vacancy for afternoon provision will be advertised.</p> <p>In addition, Jess Jabbi, Admin Assistant, has asked to reduce from 5 to 2 mornings per week to pursue her own career development options at university. The third member of the office team has agreed to work for 3 full-time days to ensure full coverage which adds to continuity.</p> <p>An LSA returning to the school will take on lunchtime responsibility for medical needs in addition to class-based Learning Support responsibilities in the afternoon .</p> <p><b>Exclusions</b></p> <p>A child had been excluded for 2 days for significant assaults on members of staff.</p>	
6.	<b>Governor Vacancy</b>	

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	Discussed earlier in the meeting (see item 4).	
7.	<p><b>Leadership and Learning Partner</b></p> <p>The report from the annual visit on 5<sup>th</sup> December 2018 had been uploaded to the portal.</p> <p>The HT drew governors' attention to the action at the beginning of the report and commended LO and Nicola Ward for the very effective way in which they were mentoring the NQTs and their professional development, which links to KAD 4.</p>	
8.	<p><b>Governors' Annual Statement</b></p> <p>It was noted that production of the statement had gone well and thanks were extended to all those who had contributed. The Annual Statement 2019 for 2018 had been issued to all parents, with a covering letter from the Chair, on 28<sup>th</sup> January 2019. No response/reaction has yet been received from the parent body.</p>	
9.	<p><b>Governor Monitoring</b></p> <p>Discussed earlier in the meeting (see item 4).</p> <p>The HT reminded governors that the reports from monitoring visits are for the benefit of all governors and should contain sufficient detail to provide governors with information that they would not otherwise be aware of, supporting the awareness raising of all.</p>	
10.	<p><b>LA Clerking Service</b></p> <p>The proposal for the clerking contract for 2019/20 had been uploaded to the portal.</p> <p>It was acknowledged that gaps in clerking support had been disappointing and meant that some of the responsibilities of the role were increasingly falling on the HT and that some key actions, such as the expiry of a governor's term of office, had been missed which the HT expressed as sincerely regrettable.</p> <p>It was agreed to continue to subscribe to the service for a total of 136 hours (10 FGBs and 8 committee meetings) but also to look at alternatives, as there is no guarantee that Governor Services will be able to offer a substantive clerk in the foreseeable future</p> <p>Governors voted and approved unanimously to continue with the proposed, and continuing, level of hours from Governor Services through the SLA.</p>	
11.	<p><b>Safeguarding</b></p> <p><b>i) Keeping Children Safe in Education (KCSIE) v2</b></p> <p>It was noted that v2 of KCSIE had been published in September. There were some minor changes from v1, including explicit information about the retention of copies of DBS certificates for staff who have been employed and left, which must be destroyed after 6 months, and peer on peer assaults.</p> <p>The HT advised that all staff have received the revised Part 1 of KCSIE, with the whole document given to the SLT and DSLs, with a follow-up sign up record to verify that the document(s) have been read.</p> <p><b>ii) Staff training update, including PREVENT</b></p> <p>The HT advised that, although there was currently no requirement for PREVENT training to be repeated, LO had led an awareness raising session at a Staff Meeting and also LSA meeting the previous week.</p> <p><b>iii) Governor approach to monitoring of safeguarding with school staff</b></p> <p>The Safeguarding Governor referred to the Whole GB training on safeguarding, where the facilitator had suggested that governors could undertake a check of the knowledge and awareness of staff, to provide assurance that the school's safeguarding culture is secure.</p> <p>An example of a mini quiz, which he was in the process of devising, that could be carried out at each monitoring visit was distributed and it was agreed that this was an excellent idea and would help governors to become more familiar with safeguarding issues and the culture of safeguarding at Tower Hill as an awareness raising exercise. Staff completing the quiz would</p>	

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	<p>be asked to indicate which staff group they belonged to, so that areas where knowledge might need to be updated could be identified.</p> <p><b>iv) GDPR</b> It was noted that LO had led a training session with staff at the most recent Staff Meeting the previous week as an awareness raising and reinforcement of expectations activity.</p> <p>THE DPO (LO) reported that there have been no data breaches to report or deal with.</p>	
12.	<p><b>Good News</b> The HT advised that a total of £577 had been raised for the Royal British Legion Poppy Appeal, which was significantly higher than the amount that had been raised in previous years. This was due to the promotion of Remembrance 100, led by Steph Fensome, History Leader and Y2 Teacher, who was to be highly commended for the initiative. A letter of appreciation had been received from the Royal British Legion informing Tower Hill that 'it was the highest contribution from any school locally by a long way'. The HT expressed immense pride at the achievement.</p>	
13.	<p><b>Correspondence</b> There were no items of correspondence to note.</p>	
14.	<p><b>Head Teacher Recruitment</b> Confidential Item. LO left the meeting for this item.</p>	
15.	<p><b>Any Other Business</b> No matters were raised.</p>	
	Meeting closed at 8.25pm.	
	<b>Date of next meeting: Wednesday 20<sup>th</sup> March 2019 at 6:30pm. NB: change of date.</b>	

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